



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** PB402 - DDII Executive Director - SNIS Executive Tier 2

**Salary Range:** None provided

**Vacancy Open Period:** 04/11/2017 – 04/26/2017

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DDII/FO

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Executive Tier 2 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of National Intelligence for Intelligence Integration (DDNI/II) serves as the DNI's leader for intelligence integration across the Intelligence Community (IC). DDNI/II is responsible for leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II is responsible for the strategic vision, direction, and planning required for the IC to support the National Intelligence Managers, the Integrated Management Strategy, the Unifying Intelligence Strategies (UIS) and the National Intelligence Priorities Framework.

## Major Duties and Responsibilities (MDRs)

- Serve as the DDII Chief Operating Officer who provides day-to-day management and direction of DDNI/II staff and business operations; execute budget, personnel, and policy decisions to support the DDNI/II components' activities. Discharge these responsibilities in coordination with the DDNI/II and ADDNI/II as a member of the DDII Top 3 leadership team.
- Oversee and manage a complex staff of several hundred officers and contractors including those detailed to and assigned from USG agencies; develop and execute budget of tens of millions; and oversee the management of information technology, facilities, training and education, and logistic requirements.
- Manage the DDII Strategic Intent as the means to practice integrated mission management and to anchor it throughout the Intelligence Community (IC). Ensure that it is fully aligned with the National Intelligence Strategy and the ODNI Strategic Plan. Optimize its use to underscore the DDII Mission, Vision and our commitment to the corporate Values of collaboration, service, and integrity.
- Initiate and manage programmatic and budget requirements that underwrite the daily operations of DDII and collaborate with senior officials to ensure strategic alignment with the mission, goals, and objectives of ODNI.
- Coordinate processes and products that inform DDII components' participation in the intelligence planning, programming, budgeting, execution, and evaluation process. Ensure transparent and timely cross-DDII coordination and review efforts in support of this vital process.
- Provide guidance and direction to component level Chiefs of Staff on a variety of component-wide programs and DNI initiatives.
- Develop and oversee the implementation of management guidance to DDII Component Directors and DDII Front Office staffs; coordinate internal, external management, and policy initiatives to ensure alignment with key DDII corporate priorities.
- Develop and evaluate project proposals and annual action plans to determine the impact on current resources and to support resource forecasting and reviews.
- Lead a professional staff, assess performance, oversee DDII corporate goal setting, and provide feedback on personal and professional development.
- Maintain effective working relationships with DDII and other ODNI components and IC elements to address issues that span multiple mission or program areas.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Cultivate strategic alliances and other professional networks among ODNI leaders, interagency partners, and among other individuals and organizations beyond the US Government to optimize DDII mission success.
- Brief IC leaders, DoD officials, Members of Congress, policymakers, and other major stakeholders as needed on integration challenges and opportunities.

## Mandatory and Educational Requirements

- Master-level knowledge of the IC's analytic and collection processes, intelligence policy development process, tradecraft development programs, policies, and procedures.
- Demonstrated knowledge or experience in program and project management, or business administration, and a demonstrated ability to manage both strategic tasks and daily business operations.
- Excellent organizational, managerial, and leadership skills including an ability to manage the professional development of staff employees.
- Extensive knowledge of both the IC and ODNI budgetary requirements, personnel regulations, and resource allocations policies and procedures.
- Strong strategic and tactical planning, critical thinking, and analytic skills required to propose innovative solutions and implement change with resourcefulness and creativity.
- Proven ability to coordinate, network, and communicate across the IC and U.S. Government agencies.
- Excellent oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.
- Demonstrated ability to work effectively with teams, build and sustain professional relationships, exert influence at all levels across the IC.

## Desired Requirements

None.

## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_D\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_D_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcpherc@dni.ic.gov](mailto:mcpherc@dni.ic.gov) (*Candace M.*) and [hoylegr@dni.ic.gov](mailto:hoylegr@dni.ic.gov) (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**

**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3663; Email: Recruitment\_TeamD@dni.gov



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**